



Internal Operations Committee  
 2019-2020

**Internal Operations Committee Agenda 20-04**

**April 17<sup>th</sup>, 2020 2:30PM**

Meeting URL: <https://csusm.zoom.us/j/121253946>

Posted Tuesday, April 14<sup>th</sup>, 2020 at 1:00pm

*This meeting is being facilitated through an online zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions*

Members

Mariana Rosales  
 Executive Vice President  
 Chair

Kenny Tran  
 President and CEO  
 Vice Chair

Keith Lin  
 Board of Directors Representative

Gabby Garcia  
 Board of Directors Representative

Inique Wilson  
 Board of Directors Representative

Devon Kimbrough  
 Board of Directors Representative

Ruben Martinez  
 CSUSM Student At Large

Allyson Bihag  
 CSUSM Student At Large

Joel Montes  
 CSUSM Student At Large

Kristie Castillo  
 CSUSM Student At Large

Advisors

Annie Macias  
 ASI Executive Director

Sara Veth  
 ASI Business Services Specialist

Jon Epes  
 Senior Accountant, Financial Reporting  
 & Compliance, Fiscal Services

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> Meeting called to order at 2:30 P.M.	Mariana Rosales Executive Vice President
02	<b>Roll Call</b> Present: Kenny Tran, Keith Lin, Gabby Garcia, Inique Wilson, Devon, Ruben, Allyson, Joel, Kristie Absent: Advisors: Annie Macias, Sara Veth, Jon Epes	Mariana Rosales Executive Vice President
03	<b>Recognition of Guests</b>	Mariana Rosales Executive Vice President
04 Action	<b>Approval of Agenda</b> Agenda approved by consent vote	Mariana Rosales Executive Vice President
05 Action	<b>Approval of Minutes</b> September, October, and February minutes  At the will of the chair moves to approve my consent vote Minutes approved	Mariana Rosales Executive Vice President
06 Information	<b>Open Forum</b> Zameer: Feels that students are being ignored and not be given answers due to fear and not given direct answers. He expressed concerns and challenged the board and ASI to provide transparent documentation in all aspects Jaelyn: Wanted to thank the committee for all their hard work	Mariana Rosales Executive Vice President
07 Information	<b>Refund for Employee Benefits Rate</b> <b>Description:</b> The committee will be presented on the rationale that leads the Corporation to refund ASI for adjusted employee benefit rates. <b>Fiscal Impact: Yes</b>  Janine talked about moving to more of an actual approach for next year's fiscal year. Over the course of the remainder of the year will be looking at any other benefits rates.  Annie talked about how this is a one time refund.	Janine Prior CSUSM Corporation Financial Manager
08 Information	<b>Update on Student Emergency Fund Budget Adjustment</b> <b>Description:</b> The committee will be presented with the budget adjustments for the Student Emergency Fund for Spring 2020. <b>Fiscal Impact: Yes</b>  Mariana talked about that during the past few weeks the Board has discussed that the SEF would be most beneficial to help students that need help. She also mentioned that there are still many applications to look at.	Mariana Rosales Executive Vice President

<p><b>09 Action</b></p>	<p><b>Approval of ASI 20/21 Budget</b>  <b>Description:</b> The committee will be presented with the proposed FY 20/21 ASI Budget  <b>Fiscal Impact:</b> Yes</p> <p>Mariana mentioned that the budget will be presented by Student employees and Pro Staff.</p> <p>Mariana also touched based on the budget guidelines. She reviews the 2019-2020 ASI budget summary. Annie mentions that the enrollment number comes from the campus.</p> <p>Annie talked about the operations. She mentions that salaries and benefits are listed so that Pro Staff can be transparent with Committee. Annie also mentions the systemwide travel that ASI does to meet with the other ASI offices. Annie mentions that to move the copier room and the MCT coordinator out of his cubicle.</p> <p>Jon asks if there has been any changes with the enrollment due to COVID-19.</p> <p>Devon asked where the \$20,000 came from in the Office/moves/relocation/set up line. Devon asked where the budget is going to go if the full amount will not be used for the project.</p> <p>Kenny talked about the BOD budget. He goes over the salaries and benefits. He also mentions that there is a decrease in the student activities. He also mentions that there is a decrease in the Rep lines. Kenny mentions that there is an increase in ASI general elections.</p> <p>Ashley goes over the ASI president budget. She talked about the small changes in the budget. That minimum wage went up and that the hours were cleaned up to show how much they work. She also goes over the ASI Executive Vice President. She also mentions the VP SUA. Ashley mentions that the Chair and Cheif will stay the same just an increase in the minimum wage.</p> <p>Juliana Castro discussed the Media and Communications team. She talked about the structure that MCT will be developing. She also mentions the amount of increase of videos and social media posts that they have done in the fiscal year. She also mentions that there was a unanimous vote of MCT hiring one new person to help share the workload.</p> <p>Jordan goes over the General Student Program. ASI is adding a Grad Student to help out with the Volunteer Program and help support the Administrative within the program. He also talked about why having Front Desk training is important to future employees. He also touched base on ASI Retreats. Volunteers will be joining ASI Mid Year Retreat. Jordan also touched based on the increase with USU Art one time installment, an decrease on Large Scale Event with no longer looking over Festival 78 and having it have its own dept ID, and he also explained the significant increase in Office Equip/Computers. He explains that all computer cost and office supplies funds will be in one place instead of each entity within ASI looking over their own. Annie adds on to the Office Equip/Computers</p> <p>Annie discusses the University Cost Recovery. ASI does not have their own accounting service.</p>	<p>Mariana Rosales  Executive Vice  President</p>
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	<p>MaKenna goes over the Cougar Pantry. Cougar Pantry has decided that Alondra Gutterz will be the Cougar Pantry Coordinator. There was an increase in Food due to a significant increase in student engagement utilizing the space. There was an increase in Student assistants because they are hoping to add one more person to help with the work.</p> <p>Matt went over the Campus Activities Board. He goes over that there is an increase in salaries due to the reflect on work and how Festival 78 is taking a lot of time and energy.</p> <p>Devon asked where the funds went for Alternate Spring Break went due to the cancellation because of the COVID-19.</p> <p>Yeny went over the Festival 78 budget. The committee wants to increase the funds. Yeny goes over the increase in Promotions to give students as much information about the event. She also goes over the Production line and how the increase of scale of artist and number of attendees grows. Increasing the budget will help expand entertainment that goes into the festival. Yeny also goes over a new category for art because there since this is an Art and music festival funds are usually taking out to help provide other areas within the event.</p> <p>Annie talked about how she was thankful to all of ASI to review the budget outline and took the time to review the budget. She also thanked the IO committee for taking their time to help review the budget.</p> <p>At the will of the Chair this item will be approved by consent vote.</p> <p>Motion to approve the 20/21 ASI Budget.</p>	
<b>10 Information</b>	<p><b>Announcements</b> Mariana adds on how she was thankful for the committee and theadvisors and all there hard work and time that was put in.</p>	Mariana Rosales Executive Vice President
<b>11 Action</b>	<p><b>Adjournment</b> At the will of the chair, this meeting ended at 3:40 P.M.</p>	Mariana Rosales Executive Vice President

\*Public comment will be limited to a maximum of 5 minutes per guest. Chair will Determine the allocated amount per meeting.

I, Tim Pelayo 20/21 ASI Executive Vice President, hereby certify that the above minutes were approved by Executive Committee of Associated Students, Inc., at a meeting held on September 11, 2020

  
\_\_\_\_\_  
Tim Pelayo

  
\_\_\_\_\_  
Date



ASI Internal Operations Committee  
2019/2020

Mariana Rosales  
Executive Vice President  
*Chair*

Kenny Tran  
ASI President  
*Vice Chair*

Keith Lin  
*Board of Directors Representative*

Gabby Garcia -  
*Board of Directors Representative*

Inique Wilson -  
*Board of Directors Representative*

Ari Camino -  
*Board of Directors Representative*

Ruben Martinez -  
CSUSM Student At Large

Allyson Bihag -  
CSUSM Student At Large

Andrew Gamboa -  
CSUSM Student At Large

Sylvia Tovar -  
CSUSM Student At Large

Advisors  
Annie Macias  
ASI Executive Director

Sara Veth  
ASI Business Services Specialist

Jon Epes  
Senior Accountant, Financial Reporting  
and Compliance, Fiscal Services

## Internal Operations *Visitor* Sign In Sheet

Meeting Date: 4/17

### Name

### Department

- \_\_\_\_Yeny Ortiz
- Matt Rodriguez
- Jeanie Maidona
- Shovan Vatandoust
- Michelle Tran
- Janine Prior
- Jordan Lanter
- Jaelyn Freeman
- Kalie Sabajo
- Michael Garrett
- Zameer Karim
- Tim Pelayo
- Julianna Castro
- Jose Lopez
- Allie Garcia
- Kim Peirce
- McKenna Elo
- Julianna Gutierrez
- Eliese Holt



Associated Students, Inc.  
of California State University San Marcos

# Annual Budget 2020-2021

Date	Description
Friday, January 31, 2020	Budget request email will be sent out to all ASI.
February 3-7, 2020	ASI Supervisors will meet with their students from the ASI entities to review prior year expenses to actuals, discuss needs and begin developing a budget.
February 10-14, 2020	Each department supervisor will meet with the ASI Business Services Analyst to review their proposed budget.
Friday, February 21, 2020	All budget proposals need to be submitted to the ASI Business Services Analyst
Monday, March 9, 2020	Submission to the Internal Operations Committee Chair as an action item for the Internal Operations committee's agenda.
Friday, March 13, 2020	Internal Operations Committee meets to determine new initiatives and review the proposed ASI master budget for Fiscal Year 2020-2021. All departments should have a student representative in attendance to present their requested budget.
Monday, March 16, 2020	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 20, 2020	BOD reviews and approves 20/21 ASI Master Budget.
Friday, April 17, 2020	IO meeting reserved for budget adjustment if the budget is not approved by the BOD on March 16th
Friday, April 24, 2020	BOD meeting reserved for budget adjustment if needed
Friday, May 1, 2020	ASI memo, 20-21 approved budget narrative, signed BOD minutes due to CSUSM President Neudfelt for signature.

Potential Budget Approval Date by Board of Directors  
April \_\_, 2020

Associated Students, Inc of CSUSM

Associated Students, Inc of CSUSM

Associated Students, Inc of CSU San Marcos  
Budget Guiding Principles  
As of October 12, 2018

**Transparency:**

The ASI budget should be timely, simple to understand, and be easily communicated to the campus community and stakeholders.

**Adaptability:**

The ASI budget allocations should be consistent with ongoing AS initiatives and flexible with new initiatives, while keeping in mind mandatory cost increases.

**Operational Expenses vs Program Services:**

The ASI budget allocations should review the percentages of the operational expenses and program services to ensure a sustainable ratio exists between the two categories. Operational Expenses are the costs of supporting the student services and programs that ASI provides such as cost of copy machines, telephones, auditing services, bank charges, etc. Operational Expenses are found in the Management and general categories under the audited financial statements.

Program Services are the costs of ASI programs and services such as Campus Activities Board, Cougar Pantry, 24/5 library Zone, etc.

**Maximize Student Opportunities**

The ASI budget will prioritize student employment opportunities and direct funding support such as ASI Leadership Fund, Student Emergency Fund, Sustainability Projects Fund, etc.

2019 - 2020 ASI Budget Summary

		18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	Notes
<b>Revenue</b>					
	Fall Headcount	13,971	13,971	13,395	
	Spring headcount	12,819	12,819	13,395	
	Fee Amount per semester	\$ 75	\$ 75	\$ 75	
	<b>REVENUE TOTAL</b>	<b>\$ 2,009,250</b>	<b>\$ 2,009,250</b>	<b>\$ 2,009,250</b>	
<b>Expenses</b>					
2101	Operations	\$ 420,445	\$ 368,220	\$ 389,439	
2102	Board of Directors	\$ 128,648	\$ 155,152	\$ 154,476	
2103	ASI President	\$ 25,210	\$ 22,997	\$ 25,485	
2104	BTOA Pride Center	\$ 189,676	\$ 124,741	\$ -	
2107	Campus Activity Board	\$ 253,386	\$ 236,768	\$ 254,626	
2108	Media and Marketing	\$ 145,138	\$ 177,025	\$ 206,430	
2110	General Student Programs	\$ 342,264	\$ 377,775	\$ 422,577	
2111	ASI Executive Vice President	\$ 64,586	\$ 66,326	\$ 73,708	
2116	Gender Equity Center	\$ 166,028	\$ 107,871	\$ -	
2118	ASI VP of Student & University Affairs	\$ 27,236	\$ 25,226	\$ 27,608	
2121	University Cost Recovery	\$ 160,250	\$ 118,225	\$ 118,225	
2124	Chair & Chief of Staff	\$ 19,086	\$ 17,076	\$ 19,458	
2125	Food Pantry	\$ 66,809	\$ 173,809	\$ 169,030	
2126	Festival 78	\$ 100,000	\$ 100,000	\$ 131,000	
	<b>EXPENSES TOTAL</b>	<b>\$ 2,108,763</b>	<b>\$ 2,071,212</b>	<b>\$ 1,992,062</b>	
	<b>GRAND TOTAL</b>	<b>\$ (99,513)</b>	<b>\$ (61,962)</b>	<b>\$ 17,188</b>	

Dept. ID: 2001 Operations | Chargebacks: 210101

Account #	Class Code	Account Description	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	otes
613808	16803	Salaries - Pro Staff: Business Service Specialist	\$ 53,000	\$ 62,000	\$ 54,048	
613808	16803	Benefits - Pro Staff: Business Service Specialist	\$ 21,200	\$ 24,800	\$ 21,619	
613808		General Salary Increase adjustments (GSI)	\$ 13,144	\$ 17,700	\$ 23,160	
613808	16803	Salary - Executive Director	\$ 110,000	\$ 116,000	\$ 123,000	
613808	16803	Benefits - Executive Director	\$ 44,000	\$ 46,400	\$ 49,200	
		AVP Position Contribution	\$ 60,000	\$ -	\$ -	
660858		Corp Education Benefits	\$ 6,400	\$ 6,400	\$ 6,400	
613808	16804	Salaries - Student Assistant	\$ 18,000	\$ -	\$ -	
613808	16804	Benefits - Student Assistant (4%)	\$ 720	\$ -	\$ -	
613816	16804	Corp Admin Charge 8%	\$ 14,736	\$ 19,936	\$ 19,829	
660858		Prof. Development	\$ 7,350	\$ 7,350	\$ 7,350	
606001		Systemwide Travel	\$ 8,000	\$ 8,000	\$ 8,000	
660842		Student Activities	\$ 700	\$ -	\$ -	
604001		Office Equipment and Computers	\$ 600	\$ 1,200	\$ -	
604001		Telecommunications/Phones	\$ 6,000	\$ 6,000	\$ 6,000	
613810		Auditing Expenses	\$ 20,000	\$ 20,000	\$ 25,000	
660001		Postage/Mail	\$ 500	\$ 500	\$ 500	
660003		Office Supplies	\$ 11,500	\$ 10,000	\$ 10,000	
660010		Insurance/CSURMA	\$ 9,095	\$ 9,000	\$ 7,929	
660010		Dividend	\$ -	\$ (2,666)	\$ (1,596)	
660805		Membership Dues	\$ 2,500	\$ 2,500	\$ 2,500	
660822		Office Moves/relocation/set up	\$ 3,000	\$ 5,100	\$ 20,000	Potential MCT Coord. Move, one more staff move, move minolta copier to cube.
613807		Legal	\$ 5,000	\$ 5,000	\$ 5,000	
660851		Bank Charges	\$ 5,000	\$ 3,000	\$ 1,500	
		<b>Total</b>	<b>\$ 420,445</b>	<b>\$ 368,220</b>	<b>\$ 389,439</b>	

Dept. ID: 2001 Operations | Chargebacks: 210101

SI Calculation:

Staff	Salary	Benefits	8% Corp Cost	Total
Executive Director	\$ 123,000	\$ 49,200	\$ 13,776	\$ 185,976
Associate Director of Student Engagement	\$ 75,000	\$ 30,000	\$ 8,400	\$ 113,400
Associate Director of Gov. Affairs & Initiatives	\$ 65,000	\$ 26,000	\$ 7,280	\$ 98,280
Business Service Specialist	\$ 54,048	\$ 21,619	\$ 6,053	\$ 81,721
Student Engagement Coordinator	\$ 58,337	\$ 23,335	\$ 6,534	\$ 88,206
Media & Communications Coordinator	\$ 54,080	\$ 21,632	\$ 6,057	\$ 81,769
Student Engagement and Projects Specialist	\$ 41,600	\$ 16,640	\$ 4,659	\$ 62,899
Cougar Pantry Coordinator	\$ 39,520	\$ 15,808	\$ 4,426	\$ 59,754
		<b>Total:</b>		\$ 772,005
		<b>3% Increase for GSI</b>		\$ 23,160

Dept. ID: 2102 Board of Directors

Account #	Dept. ID	Class Code	Account Description	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	otes
613808	2102	16803	Salaries - Pro Staff: A.D. of Government Affairs & Initiatives	\$ 54,000	\$ 57,000	\$ 65,000	
613808	2102	16803	Benefits - Pro Staff: A.D. of Government Affairs & Initiatives	\$ 21,600	\$ 22,800	\$ 26,000	
613816	2102	16803	Corp Admin Charge 8%	\$ 6,048	\$ 6,384	\$ 7,280	
606001	2102		Travel	\$ 8,500	\$ 8,500	\$ 8,500	CSUnity, CHESS
660842	2102		Student Activities	\$ 22,000	\$ 40,668	\$ 33,196	
660842	2102	10216	Veteran's Rep	\$ 2,000	\$ 2,000	\$ 1,500	Decreased based on usage
660842	2102	10218	Sustainability Rep	\$ 2,000	\$ 2,000	\$ 1,500	Decreased based on usage
660842	2102	10218	Diversity & Inclusion Reps	\$ 2,000	\$ 5,000	\$ 3,000	Decreased based on usage
660842	2102	10220	CSM Reps	\$ 2,000	\$ 2,000	\$ 1,500	Decreased based on usage
660842	2102	10221	COBA Reps	\$ 2,000	\$ 2,000	\$ 1,500	Decreased based on usage
660842	2102	10222	COEHHS Reps	\$ 2,000	\$ 2,000	\$ 1,500	Decreased based on usage
660842	2102	10223	CHABBS Reps	\$ 2,000	\$ 2,000	\$ 1,500	Decreased based on usage
660842	2102	10224	ASI General Elections	\$ 1,000	\$ 1,000	\$ 2,500	Increased for more outreach & activities
660835	2102		Office Equipment and Computers	\$ 1,500	\$ 1,800	\$ -	
			<b>Total</b>	<b>\$ 128,648</b>	<b>\$ 155,152</b>	<b>\$ 154,476</b>	

Detail for the Student Activities line

	19/20	20/21
Parking passes for all 16 position	\$ 338	\$ 12,168
Parking passes for 4 execs for Summer	\$ 235	\$ 1,880
Scholarships for 12 BOD officers (Execs excluded)	\$ 500	\$ 12,000
Posting CSSA in September 2019		\$ 7,000
BOD Training for Fall and Spring		\$ 3,500
BOD wide events and support for existing initiatives		\$ 4,000
<b>Total</b>	<b>\$ 41,608</b>	<b>\$ 33,196</b>

Dept. ID: 2103 ASI President

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	otes
613808	16804	Salaries - SA	\$ 15,500	\$ 13,530	\$ 16,013	Minimum wage increase and increase in summer hours
613808	16804	Benefits - SA 4%	\$ 620	\$ 541	\$ 641	
613808	16804	Corp Admin charge 8%	\$ 1,290	\$ 1,126	\$ 1,332	
606001		Travel	\$ 6,500	\$ 6,500	\$ 6,500	CSSA
660842		Student Activities	\$ 1,000	\$ 1,000	\$ 1,000	
660835		Office Equipment/Computers	\$ 300	\$ 300	\$ -	
		<b>TOTAL</b>	<b>\$ 25,210</b>	<b>\$ 22,997</b>	<b>\$ 25,485</b>	

President	Rate	Weeks	ours	Total
summer (June - Aug)	\$16.50	12	10	\$1,980
fall	\$16.50	17	20	\$5,610
spring	\$16.50	18	20	\$5,940
			<b>Total</b>	<b>\$13,530</b>

20/21 President	Rate	Weeks	ours	Total
summer (June - Aug)	\$17.50	13	15	\$3,413
fall	\$17.50	19	20	\$6,650
spring	\$17.50	17	20	\$5,950
			<b>Total</b>	<b>\$16,013</b>



Dept. ID: 2107 Campus Activities Board (CAB)

Account #	Class Code	Account Description	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	otes
613808	16803	Salaries - Pro Staff: Student Engagement Coordinator	\$ 52,008	\$ 54,088	\$ 58,337	
613808	16803	Benefits - Pro Staff: Student Engagement Coordinator	\$ 20,803	\$ 21,635	\$ 23,335	
613808	16803	Salary - Grad Assistant	\$ 12,980	\$ -	\$ -	
613808	16803	Benefits - GA 12%	\$ 1,558	\$ -	\$ -	
613808	16804	Salaries - Student Assistants	\$ 50,080	\$ 50,425	\$ 62,207	increased to reflect work
613808	16804	Benefits - SA 4%	\$ 2,003	\$ 2,017	\$ 2,488	
613816	16803	Corp Admin Charge 8%	\$ 11,155	\$ 10,253	\$ 11,709	
660842		Student Activities	\$ -	\$ 8,000	\$ 8,000	
660842	10701	Novelty & Variety	\$ 20,000	\$ 22,500	\$ 22,500	
660842	10702	Administration	\$ 8,000	\$ -	\$ -	
660842	10703	The Ball	\$ 10,000	\$ -	\$ -	
660842	10704	Community Service	\$ 7,000	\$ 7,000	\$ 7,000	
660842	10705	On The Road	\$ 10,000	\$ 7,500	\$ 7,500	
660842	10706	TLAN	\$ 5,000	\$ 5,000	\$ 5,000	
660842	10707	Cougar Pride & Traditions	\$ 21,000	\$ 31,000	\$ 31,000	
660842	10711	Alternative Spring Break	\$ 15,500	\$ 15,550	\$ 15,550	
660842	10713	Marketing	\$ 4,500	\$ -	\$ -	
660835		Office Equip/Computers	\$ 1,800	\$ 1,800	\$ -	
		<b>Total</b>	<b>\$ 253,386</b>	<b>\$ 236,768</b>	<b>\$ 254,626</b>	

CAB Specialist - Temecula

	Rate	Weeks	ours	Total
summer	\$13.00	4	10	\$520.00
fall	\$13.00	19	15	\$3,705.00
spring	\$14.00	19	15	\$3,990.00
<b>Total</b>				<b>\$8,215.00</b>
<b>Total for 1 specialist</b>				<b>\$8,215.00</b>

CAB Specialist - First Year with ASI

	Rate	Weeks	ours	Total
summer	\$13.00	5	10	\$650.00
fall	\$13.00	19	17	\$4,199.00
spring	\$14.00	19	20	\$5,320.00
<b>Total</b>				<b>\$10,169.00</b>
<b>Total for 3 specialist</b>				<b>\$30,507.00</b>

Dept. ID: 2107 Campus Activities Board (CAB)

CAB Specialist - Second Year with ASI

	Rate	Weeks	ours	Total
summer	\$13.00	12	10	\$1,560.00
fall	\$13.25	19	17	\$4,279.75
spring	\$14.25	19	20	\$5,415.00
<b>Total</b>				<b>\$11,254.75</b>
<b>Total for 1 specialist</b>				<b>\$11,254.75</b>

CAB Specialist - Pride & Traditions (Festival 78)

	Rate	Weeks	ours	Total
summer	\$13.25	12	10	\$1,590.00
fall	\$13.50	19	20	\$5,130.00
spring	\$14.50	19	20	\$5,510.00
<b>Total</b>				<b>\$12,230.00</b>
<b>Total for 1 specialist</b>				<b>\$12,230.00</b>

CAB Temecula	\$8,215.00
CAB First Year	\$30,507.00
CAB Second Year	\$11,254.75
CAB Festival 78	\$12,230.00
<b>Total</b>	<b>\$62,207</b>

Dept. ID: 2108 Media & Marketing

Account #	Class Code	Account Description	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	otes
613808	16803	Salaries - Pro Staff: Media & Communications Coordinator	\$ 50,000	\$ 53,558	\$ 54,080	
613808	16803	Benefits - Pro Staff: Media & Communications Coordinator	\$ 20,000	\$ 21,423	\$ 21,632	
613808	16804	Salaries - Student Assistants	\$ 37,352	\$ 53,370	\$ 68,475	Adding one multimedia student specialist
613808	16804	Benefits - SA 4%	\$ 1,494	\$ 2,135	\$ 2,739	
613816	16803	Corp Admin Charge 8%	\$ 8,708	\$ 10,439	\$ 11,754	
660842		Student Activities	\$ 6,484	\$ 3,000	\$ 6,250	Attendance for MCT (was funded by IRA in 19/20)
660842	10801	Cougar Pride Swag	\$ 10,000	\$ 12,250	\$ 15,000	YPE, ASI outreach program costs, ASI stock swag, tabling supplies/print materials (orientation, gel, etc.)
660842	10802	ASI Operational Supplies	\$ 9,000	\$ 11,500	\$ 11,500	Name tags, ASI shirts, business cards, volunteer, paper for Bertha, ink, subscriptions
660842	10802	MCT Equipment	\$ -	\$ 5,000	\$ 15,000	Did not receive IRA funding this year. \$4,000 added Spring 2020.
660842	10802	Outreach & Volunteer Programs	\$ -	\$ 2,250	\$ -	Moved to outreach
660835		Office Equip/Computers	\$ 2,100	\$ 2,100	\$ -	
		<b>Total</b>	<b>\$ 145,138</b>	<b>\$ 177,025</b>	<b>\$ 206,430</b>	

		RA Funding		\$15,000		One time funding for equipment and conference
		<b>GRAND TOTAL:</b>		<b>\$192,025</b>		

C Specialist - First Year with ASI

	Rate	Weeks	ours	Total
summer	\$13.00	4	15	\$780.00
fall	\$13.00	19	15	\$3,705.00
winter	\$13.00	2	15	\$390.00
spring	\$14.00	19	15	\$3,990.00
<b>Total</b>				<b>\$8,865.00</b>
<b>Total for 2 specialist</b>				<b>\$17,730.00</b>

Dept. ID: 2108 Media & Marketing

C Specialist - Second Year with ASI

	Rate	Weeks	ours	Total
summer	\$13.00	8	15	\$1,560.00
fall	\$13.25	19	15	\$3,776.25
winter	\$13.25	2	15	\$397.50
spring	\$14.25	19	15	\$4,061.25
<b>Total</b>				<b>\$9,795.00</b>
<b>Total for 4 specialist</b>				<b>\$39,180.00</b>

C Specialist - Third Year with ASI

	Rate	Weeks	ours	Total
summer	\$13.25	12	20	\$3,180.00
fall	\$13.50	19	15	\$3,847.50
winter	\$13.50	2	15	\$405.00
spring	\$14.50	19	15	\$4,132.50
<b>Total</b>				<b>\$11,565.00</b>
<b>Total for 1 specialist</b>				<b>\$11,565.00</b>

MCT First Year	\$17,730.00
MCT Second Year	\$39,180.00
MCT Third Year	\$11,565.00
<b>Total Student Wages</b>	<b>\$68,475.00</b>

Dept. ID: 2110 General Student Programs

Account #	Class Code	Account Description	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	Notes
613808	16803	Salaries - Student Organizations & Projects Specialist	\$ 35,360	\$ 40,000	\$ 41,600	hourly employee at 40 hrs per 52 weeks
613808	16803	Benefits - Student Organizations & Projects Specialist	\$ 14,144	\$ 16,000	\$ 16,640	
613808	16803	Salaries - Associate Director of Student Engagement	\$ -	\$ 66,000	\$ 75,000	
610838	16803	Benefits - Associate Director of Student Engagement	\$ -	\$ 26,400	\$ 30,000	
613808	16803	Salary - Grad Assistant	\$ -	\$ -	\$ 13,580	
613808	16803	Benefits - GA 12%	\$ -	\$ -	\$ 1,630	
613808	16804	Salaries - Student Assistant	\$ -	\$ 20,124	\$ 28,284	
613808	16804	Benefits - SA 4%	\$ -	\$ 805	\$ 1,131	
613816	16803	Corp Admin charge 8%	\$ 3,960	\$ 13,546	\$ 15,412	
660842		Student Activities	\$ 10,000	\$ 700	\$ 700	Front desk training
660842	11001	ASI Retreats	\$ 7,500	\$ 8,500	\$ 15,500	All ASI Summer Retreat, Mid-Year Retreat, ASI Annual Banquet, stoles
660842	11001	Community Centers Training	\$ 1,500	\$ -	\$ -	
660842	11002	EAD	\$ 1,500	\$ 1,500	\$ 1,500	
660842	11003	Social Justice Summit	\$ 2,000	\$ 2,000	\$ 2,000	
660842	11004	24/5 Library	\$ 150,000	\$ 150,000	\$ 150,000	Agreement sunsets in 21/22
660842	11007	Sustainability	\$ 15,000	\$ 15,000	\$ 15,000	
		USU Art	\$ -	\$ -	\$ 3,500	
660842	11005	Large Scale Events	\$ 100,000	\$ -	\$ -	A new dept ID was created in 18/19 to better track Festival 78 expenses
110006		FA Equipment		\$ 15,000	\$ -	oil Cart - Allocated Spring 2020
660835		Office Equip/Computers	\$ 1,300	\$ 2,200	\$ 11,100	
		<b>Total</b>	<b>\$ 342,264</b>	<b>\$ 377,775</b>	<b>\$ 422,577</b>	

Dept. ID: 2110 General Student Programs

Front Desk - First Year with ASI

	Rate	Weeks	Hours	Total
summer	\$ 13.00	2	0	\$ -
Retreat/Training	\$ 13.00	2	15	\$ 390
fall	\$ 13.00	19	15	\$ 3,705
spring	\$ 14.00	17	15	\$ 3,570
			<b>Total</b>	<b>\$ 7,665</b>
			<b>Total for 1 Specialist</b>	<b>\$ 7,665</b>

Front Desk - Returning with ASI

	Rate	Weeks	Hours	Total
Retreat/Training	\$ 13.50	2	15	\$ 405
summer	\$ 13.50	13	7	\$ 1,229
fall	\$ 13.50	19	15	\$ 3,848
spring	\$ 14.50	17	15	\$ 3,698
			<b>Total</b>	<b>\$ 16,443</b>
			<b>Total for 3 Specialist</b>	<b>\$ 16,443</b>

E.D. Assistant Returning with ASI

	Rate	Weeks	Hours	Total
Summer	\$ 14.50	0	8	\$ -
Fall	\$ 14.50	19	8	\$ 2,204.00
Spring	\$ 14.50	17	8	\$ 1,972.00
			<b>Total</b>	<b>\$ 4,176.00</b>
			<b>Total for 1 student</b>	<b>\$ 4,176.00</b>
			<b>Total Student Wages</b>	<b>\$ 28,284</b>

Graduate Assistant

	Rate	Weeks	Hours	Total
summer	\$ 15	12	10	\$ 1,800.00
fall	\$ 15	19	20	\$ 5,700.00
spring	\$ 16	19	20	\$ 6,080.00
			<b>Total</b>	<b>\$ 13,580</b>
			<b>Total for 1 Grad Student</b>	<b>\$ 13,580</b>

Technology Items

Item	Quantity	Rate	Total
Digital signage outside of ASI suite			\$ 300
Computers			
Conference Room	1		
BOD	11	4 Exec, 6 BOD, 1 staff	
Design	7	6 students & 1 staff	
CAB	7	5 students, 1 Temecula student & 1 staff	
CP	4	2 ASI suite, 1 pantry, 1 surface pro	
Suite	5	4 staff & front office	
<b>Total</b>	<b>35</b>	<b>\$300</b>	<b>\$10,500</b>
		<b>Total Charges for IITS</b>	<b>\$ 10,800</b>

Dept. ID: 2111 Executive Vice President

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	Notes
613808	16804	Salaries - SA	\$ 14,500	\$ 12,710	\$ 15,098	Minimum wage increase and increase in summer hours
613808	16804	Benefits - SA 4%	\$ 580	\$ 508	\$ 604	
613816		Corp Admin charge 8%	\$ 1,206	\$ 1,057	\$ 1,256	
606001		Travel	\$ 1,000	\$ 1,000	\$ 1,000	
660842	11103	Student Emergency Fund	\$ 12,000	\$ 15,750	\$ 20,750	\$5,000 added Spring 2020
660842	11104	ASI Leadership Fund	\$ 35,000	\$ 35,000	\$ 35,000	
660835		Office Equip/Computers	\$ 300	\$ 300	\$ -	
		<b>TOTAL</b>	<b>\$ 64,586</b>	<b>\$ 66,326</b>	<b>\$ 73,708</b>	

Executive Vice President

	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860
fall	\$15.50	17	20	\$5,270
spring	\$15.50	18	20	\$5,580
			<b>Total</b>	<b>\$12,710</b>

20/21 Executive Vice President

	Rate	Weeks	Hours	Total
summer (June - Aug)	\$16.50	13	15	\$3,218
fall	\$16.50	19	20	\$6,270
spring	\$16.50	17	20	\$5,610
			<b>Total</b>	<b>\$15,098</b>

Dept. ID: 2118 Vice President of Student and University Affairs (VP SUA)

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	Notes
613808	16804	Salaries - SA	\$ 14,500	\$ 12,710	\$ 15,098	Minimum wage increase and increase in summer hours
613808	16804	Benefits - SA 4%	\$ 580	\$ 508	\$ 604	
613816	16804	Corp Admin charge 8%	\$ 1,206	\$ 1,057	\$ 1,256	
606001		Travel	\$ 7,150	\$ 7,150	\$ 7,150	
660842		Student Activities	\$ 2,000	\$ 2,000	\$ 2,000	
660842	11801	obby Corp	\$ 1,500	\$ 1,500	\$ 1,500	
660835		Office Equip/Computers	\$ 300	\$ 300	\$ -	
		<b>TOTAL</b>	<b>\$ 27,236</b>	<b>\$ 25,226</b>	<b>\$ 27,608</b>	

19/20 VP SUA

	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860
fall	\$15.50	17	20	\$5,270
spring	\$15.50	18	20	\$5,580
			<b>Total</b>	<b>\$12,710</b>

20/21 VP SUA

	Rate	Weeks	Hours	Total
summer (June - Aug)	\$16.50	13	15	\$3,218
fall	\$16.50	19	20	\$6,270
spring	\$16.50	17	20	\$5,610
			<b>Total</b>	<b>\$15,098</b>



Dept. ID: 2121 University Cost Recovery

Account #	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	Notes
613814	University Indirect Cost Recovery	\$ 66,423	\$ 22,186	\$ 22,186	
613814	Business & Financial Services MOU	\$ 88,827	\$ 96,039	\$ 96,039	
613814	Public Records Request	\$ 5,000	\$ -	\$ -	
<b>TOTAL</b>		<b>\$ 160,250</b>	<b>\$ 118,225</b>	<b>\$ 118,225</b>	

Dept. ID: 2124 Chief and Chair

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	Notes
613808	16804	Salaries - SA	\$ 14,500	\$ 12,710	\$ 15,098	Minimum wage increase and increase in summer hours
613808	16804	Benefits - SA 4%	\$ 580	\$ 508	\$ 604	
613816	16804	Corp Admin charge 8%	\$ 1,208	\$ 1,057	\$ 1,256	
606001		Travel	\$ 1,000	\$ 1,000	\$ 1,000	
660842		Student Activities	\$ 1,500	\$ 1,500	\$ 1,500	
660835		Office Equip/Computers	\$ 300	\$ 300	\$ -	
<b>TOTAL</b>			<b>\$ 19,086</b>	<b>\$ 17,076</b>	<b>\$ 19,458</b>	

19/20

Chief & Chair	Rate	Weeks	Hours	Total
summer (June - Aug)	\$15.50	12	10	\$1,860
fall	\$15.50	17	20	\$5,270
spring	\$15.50	18	20	\$5,580
<b>Total</b>				<b>\$12,710</b>

20/21

Chief & Chair	Rate	Weeks	Hours	Total
summer (June - Aug)	\$16.50	13	15	\$3,218
fall	\$16.50	19	20	\$6,270
spring	\$16.50	17	20	\$5,610
<b>Total</b>				<b>\$15,098</b>

Dept. ID: 2125 Cougar Pantry

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	Notes
613808	16803	Salaries - Cougar Pantry Coordinator	\$ -	\$ 27,585	\$ 39,520	hourly employee at 40hrs. For 52 weeks
613808	16803	Benefits - Cougar Pantry Coordinator	\$ -	\$ 11,034	\$ 15,808	
613808	16804	Salaries - Student Assistants	\$ 29,150	\$ 33,105	\$ 55,000	Adding CalFresh position, one Cougar Pantry specialist and increases in minimum wage
613808	16804	Benefits - SA 4%	\$ 1,166	\$ 1,324	\$ 2,200	
613808	16804	Salaries - Graduate Assistant	\$ -	\$ 12,415	\$ -	A into Coordinator Position
613808	16804	Benefits - GA 12%	\$ -	\$ 1,490	\$ -	
613816	16803	Corp Admin Charge 8%	\$ 2,425	\$ 6,956	\$ 9,002	
660842		Student Activities	\$ -	\$ 17,000	\$ 10,000	Decrease based on need
660842	12502	Food	\$ 20,000	\$ 13,000	\$ 20,000	increasing based on need
660842	12501	Operations	\$ 2,000	\$ 4,000	\$ 5,000	increasing based on need
660842	12503	Programming	\$ 6,168	\$ 5,000	\$ -	
660835		Office Equip/Computers	\$ 900	\$ 900	\$ -	
606001		Travel	\$ 5,000	\$ 5,000	\$ 5,000	
		Van	\$ -	\$ 35,000	\$ 2,000	insurance, DMV registration
		Van	\$ -	\$ -	\$ 5,500	Maintenance and Repairs, gas, parking pass
<b>Total</b>			<b>\$ 66,809</b>	<b>\$ 173,809</b>	<b>\$ 169,030</b>	

660842		Chancellor's Office SB85 Grant	\$ 40,000	\$ -	\$ -	One-time grant
		Chancellor's Office SB84 Grant	\$ -	\$ -	\$ 300,000	One-time funding
		Food Insecurity Fund - Living Day	\$ (2,162)	\$ -	\$ -	One-time funding
<b>GRAND TOTAL</b>			<b>\$ 104,647</b>	<b>\$ 173,809</b>	<b>\$ 469,030</b>	

Pantry Specialist - First	Rate	Weeks	Hours	Total
summer	\$ 13.00	4	5	\$ 260.00
fall	\$ 13.00	19	15	\$ 3,705.00
spring	\$ 14.00	19	15	\$ 3,990.00
<b>Total for 2 specialist</b>				<b>\$ 15,910.00</b>

Dept. ID: 2125 Cougar Pantry

Pantry Specialist - Second Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 13.50	12	10	\$ 1,620.00
fall	\$ 13.50	19	15	\$ 3,847.50
spring	\$ 14.50	19	15	\$ 4,132.50
<b>Total for 1 specialist</b>				<b>\$ 9,600.00</b>
<b>Total for 2 specialists</b>				<b>\$ 19,200.00</b>

Pantry Specialist - Third Year with ASI	Rate	Weeks	Hours	Total
summer	\$ 14.00	12	10	\$ 1,680.00
fall	\$ 14.00	19	15	\$ 3,990.00
spring	\$ 15.00	19	15	\$ 4,275.00
<b>Total for 1 Grad Student</b>				<b>\$ 9,945.00</b>
<b>Total for 2 specialists</b>				<b>\$ 19,890.00</b>

CP First Year	\$ 15,910.00
CP Second Year	\$ 19,200.00
CP Graduate Assistant	\$ 9,945.00
<b>Total Student Wages</b>	<b>\$ 35,110.00</b>

Dept. ID: 2126 Festival 78

Account #	Class Code	Account Descriptions	18/19 Approved Budget	19/20 Approved Budget	20/21 Proposed Budget	otes
660842	12601	Volunteers	\$ 2,000	\$ 2,000	\$ 2,000	
660842	12602	Marketing	\$ 7,000	\$ 7,000	\$ 7,000	
660842	12603	Promotions	\$ 3,000	\$ 3,000	\$ 6,000	
660842	12604	Production	\$ 31,000	\$ 31,000	\$ 40,000	Will increase as scale of artist and number of attendees grows
660842	12605	Artist/Hospitality	\$ 50,000	\$ 50,000	\$ 66,000	
660842	12606	Activities/Entertainment	\$ 5,000	\$ 5,000	\$ 7,000	\$10,000 added Spring 2020
660842	12607	Décor	\$ 2,000	\$ 2,000	\$ 2,000	
660842	NEW	Art	\$ -	\$ -	\$ 1,000	Creating a line item for CAFÉ team
<b>TOTAL</b>			<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 131,000</b>	